

Director of Event Team Job description

Director of Event Team

Reports To

The Director of Event Team will report to the Executive Team.

Job Overview

The Director of Event Team is responsible for overseeing planning, development and execution of Planting Roots events including virtual, regional and expeditionary conferences. She manages and develops all members of Event Team. She will meet regularly with her team and be the point person for all conference-related duties.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Senior Staff Meetings, including submitting an Event Team Report, including hours logged, resources produced, and funding needs and used.
2. Develop a team to complete at least one conference per year, including virtual, regional and expeditionary.
3. Plan and lead Event Team staff meetings, communicating regularly with team members, ensuring awareness of Planting Roots activity, in support of its vision and mission.
4. Assist with fundraising both for personal expenses related to Planting Roots and for the Organization.

B. Job-specific Responsibilities,

1. Develop Conferences by overseeing all event activities and details including:
 - a. Find and communicate with locations
 - b. Develop agenda, select speakers, panel participants, and seminar teachers.
 - c. Communicate with sponsors
 - d. Guide the development of promotional materials, visuals and decor.
 - e. Directs team members and ensures timely execution of tasks and deliverables
2. The Director of Event Team will:
 - a. Oversee Deputy Director of Event Team on expeditionary events.
 - b. Provide advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
 - c. Communicate event plan/schedule to staff prior to conferences.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Christian military woman with a strong foundation in Christ – including but not limited to: profession of faith, church membership and/or regular attendance, commitment to personal development of faith through bible study, prayer, and corporate worship.
- Experience: Planning, organizing, and executing large events preferred; experience working with and leading a team of individuals including organizing and planning timelines, task lists, and resources in support of events. Ideal candidate is a strong verbal and written communication skills.